



North Metropolitan Health Service  
**Job Description Form**

HSS REGISTERED AUGUST 2020

**Registered Nurse – Surveillance**

**Nurses and Midwives Agreement: Level 1**

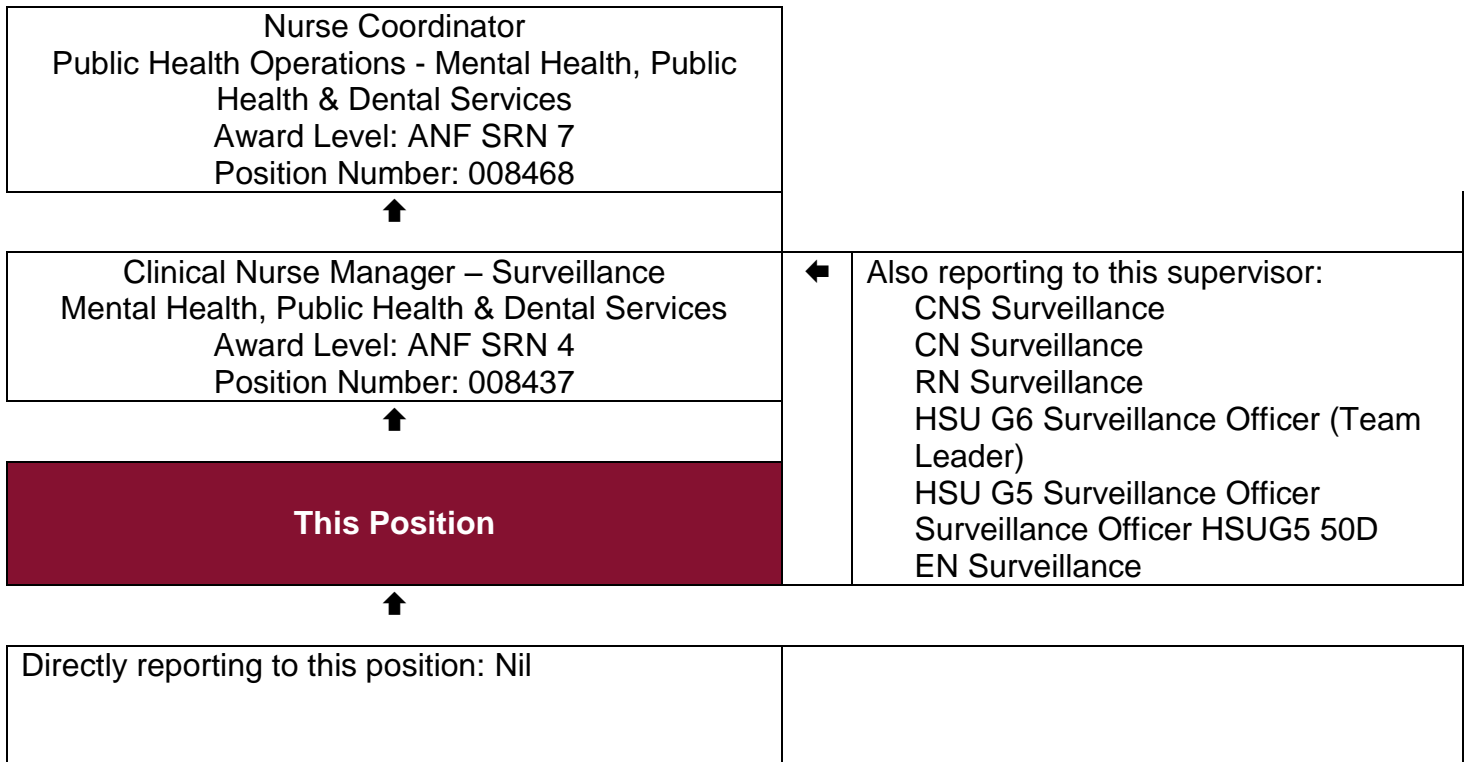
**Position Number: 008442**

**Temporary Workforce**

**NMHS Mental Health, Public Health & Dental Services**

**COVID-19 Public Health Operations**

**Reporting Relationships**



**Prime Function / Key Responsibilities**

Functions as a member of the multidisciplinary team that performs contact tracing on confirmed COVID-19 cases and their contacts. Ensures optimal case follow up, contact tracing and outbreak investigation including liaison with relevant external agencies. Undertakes accurate electronic recording of relevant key information. Provision of COVID-19 nursing education to clients and the general public.

**Brief Summary of Duties (in order of importance)**

1. Undertakes COVID-19 contact tracing processes.
2. Provides information on COVID-19 test results.
3. Provides health education, related to disease process, treatment, infection control and other relevant issues, for clients, health professionals, students and the public on COVID-19.
4. When undertaking contact tracing of COVID-19 cases and contacts, utilises interpreters to ensure the client has a comprehensive understanding of their health care requirements.
5. Liaises with other health team members and agencies to ensure equitable health care for all clients.
6. Acts as patient advocate when necessary.
7. Undertakes and maintains quality data entry into computer patient information systems and databases and other electronic records as required.
8. Provides appropriate information handover of cases and contacts to other nursing staff and team leaders to ensure appropriate ongoing case follow up.
9. Participates in training and supporting other COVID-19 surveillance health professionals as required and with support from clinical nurse workforce.
10. Maintains professional knowledge and skills related to the COVID-19 pandemic disease and epidemiology.
11. Carries out other duties as required.

**NMHS Governance, Safety and Quality Requirements**

- 1.1 Participates in the maintenance of a safe work environment.
- 1.2 Participates in an annual performance development review.
- 1.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 1.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 1.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 1.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

## Work Related Requirements

### Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Good understanding of multicultural issues.
3. Good interpersonal, verbal and written communication skills including negotiation skills.
4. Demonstrated competency in using computer software and databases.
5. Ability to function independently or in a team.
6. Good time management and organisational skills.

### Desirable Selection Criteria

1. Relevant knowledge of prevention and control of communicable diseases and COVID-19.
2. Experience in a public health or community environment.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery board of Australia must be provided prior to commencement
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### Manager/Supervisor

Name:  
Signature/HE:  
Date:

### Dept./Division Head

Name:  
Signature:  
Date:

### Position Occupant

Name:  
Signature:  
Date: